

# Continuing Professional Development Scheme

## Points to Note

### Registration of entry to and departure from the venue

For the purpose of earning CPD points, participants should register his/her entry to or departure from the venue by producing their valid Estate Agent Card at the registration counter. (If no Estate Agent Card could be produced, please provide other identity proof, e.g. the Hong Kong Identity Card).

### CPD activities are provided for valid licence holders only

The EAA CPD activities are only provided for those who hold a valid licence. Please ensure your licence **is valid** on the day of the activity, otherwise, no seat will be assigned. (Applications for the renewal of licence shall be made not more than three months and not less than one month prior to the expiration of the licence). The seat originally assigned to a licensee will be cancelled if his/her licence is invalid on the day of the activity (e.g. licence expired).

### Reduction of CPD points

If a participant has not attended a CPD activity in full, the CPD points awarded shall be reduced. For example, if a CPD activity carries 1 – 10 CPD points, **one CPD point will be deducted where a participant is absent for any reason ( late / early leave / leave ) from the seminar venue for 15 minutes or more cumulatively**, and no CPD point will be awarded if so absent for over one hour.

### Cancellation of reservation resulted from lateness of 15 minutes

If a participant fails to sign in within **15 minutes after the CPD activity has commenced**, his/her reservation will be cancelled. The seat reserved will be given to walk-in participants without prior notice.

### Keep quiet

To avoid causing disturbance to others, participants should keep quiet during the activity. Mobile phones or pagers have to be turned off or switched to silent mode before entry. Misbehaviours, such as talking on a mobile phone during class may lead to disqualifications.

### Bad weather arrangement

If the Tropical Cyclone Warning Signal No.8 or above / Black Rainstorm Warning Signal is hoisted or likely to be hoisted at / after 6:30am (for morning activities) or at / after 12:00noon (for afternoon activities) as announced by the Hong Kong Observatory, the activity will be cancelled. The EAA would inform participants the alternative arrangement of the activity in due course.

### Precautionary Measures against Influenza

1. Participants should check their body temperature before attending the CPD activity.
2. Participants who have a fever or influenza symptoms, such as runny nose, coughing and sneezing, are strongly advised to seek medical advice promptly.

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